

HANDOUT H

KEY DEFINITIONS FOR WIA ADULT & DISLOCATED WORKER PERFORMANCE

GENERAL DEFINITIONS	
Adult	A customer who is 18 years or older at registration. To be eligible for registration in the Adult program, customers must be unemployed and in need of services to find employment or employed, but in need of services to retain or obtain employment that allows for self-sufficiency. In addition, if funds are limited, low income customers must receive priority for services.
Dislocated Worker	Laid off customer or customer who has received notice of layoff (could be under 18), displaced homemaker, former self employed person unemployed due to economy or natural disaster.
Date of Dislocation	The last day of employment at the dislocation job.
Point of Registration	Should occur when there is significant staff involvement in provision of services, when the customer is not only engaged in self-service activities, and when the service is funded by WIA.
Exits	<p>Exit Date Date of last WIA Title 1B funded or partner service, excluding follow-up services.</p> <p>Hard Exit A customer formally completes or withdraws from services. This is manually entered in the MIS.</p> <p>Soft Exit Customer does not receive a WIA Title 1 funded or partner service for ninety days, and is not scheduled for services other than follow-up. Planned gaps in service due to a health/medical condition or delay before entry into training should not cause a soft exit but must be documented.</p>
Institutionalized	The participant is residing in an institution or facility providing 24-hour support such as a prison or hospital and is expected to remain in that institution for at least 90 days.
Quarter	A calendar quarter is a three month period within a calendar year. There are four calendar quarters: January through March, April through June, July through September, October through December.
Exit Quarter	The calendar quarter containing the exit date.
Quarter after Exit	The quarter after the exit quarter.

UI Wage Data	Unemployment Insurance (UI) wage data is information on wages collected by state UI systems in which records are kept for all individuals working in UI covered employment. At a minimum, information in the record includes employee name, SSN, address, and total earnings paid, listed separately by each employer, for all such employers in the quarter.
Supplemental Data	Data collected to provide employment information for workers who are not found in UI wage data. It may be used for all measures except Older Youth Earnings Change. [See Section M. "Data Sources and Methods to Collect Data on Adult, Dislocated Worker, and Youth Measures" in TEGL 7-99] Employment "uncovered" by UI wage data typically includes Federal employment, postal service, military, railroad, self-employment, some agricultural employment, and employment where earnings are primarily based on commission.
Employed at Registration	An employed individual who, during the 7 consecutive days prior to registration, did any work at all as a paid employee, in his or her own businesses, profession or farm, or works 15 hours or more per week as an unpaid worker in an enterprise operated by a member of the family, or is one who is not working, but has a job or business from which he or she was temporarily absent because of illness, bad weather, vacation, labor-management dispute, or personal reasons, whether or not paid by the employer for time-off, and whether or not seeking another job. Note: This information is to be collected from the registrant at registration, not from wage records.
Employed in quarter after exit quarter	The individual should be considered as employed if wage records for the quarter after exit show earnings greater than zero. Wage records will be the primary data source for tracking employment in the quarter after exit. When supplemental sources are used, individuals should be counted as employed if, in the calendar quarter after exit, they did any work at all as paid employees (i.e., received at least some earnings), worked in their own business, profession, or worked on their own farm. This definition also applies to "Employed in third quarter after exit quarter" except that the period to which wage records or supplemental data refer is the third quarter after exit.
Total Earnings from wage records	For the 2 nd and 3 rd quarters before registration and for the 2 nd and 3 rd quarters after exit for Older Youth Earnings Change measure, the total earnings in the quarter in question as determined from the wage records. Note: Supplemental data can not be used for this measure.
Training	Occupational skills training; on-the-job training; programs that combine workplace training with related instruction; training programs operated by the private sector; skill upgrading and retraining; entrepreneurial training; job readiness training; adult education and literacy activities in combination with other training; and customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training. Users of Individual Training Accounts are limited to programs on the State Eligible Training Provider list. <i>Stand-alone basic skills instruction is NOT considered training.</i>

On-the-job Training	Training by an employer that is provided to a paid participant while engaged in productive work in a job that: A) provides knowledge or skills essential to the full and adequate performance of the job; B) provides reimbursement to the employer of up to 50 percent of the wage rate of the participant, for the extraordinary costs of providing the training and additional supervision related to the training; and C) is limited to the period of time required for a participant to become proficient in the occupation for which the training is being provided.
Occupational Skills Training	Include the receipt of the following types of services in this category: occupational skills training, including training for nontraditional employment; programs that combine workplace training with related instruction, which may include cooperative education programs; training programs operated by the private sector; skill upgrading and retraining; entrepreneurial training; job readiness training; and customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training.
Credential	Nationally recognized degree or certificate or State/locally recognized credential. Credentials include, but are not limited to a high school diploma, GED or other recognized equivalents, postsecondary degrees, recognized skills standards, licensure, apprenticeship or industry recognized certificates. States should include all State Education Agency recognized credentials. In addition, States should work with local Workforce Investment Boards to encourage certificates to recognize successful completion of the training services listed above that are designed to equip individuals to enter or re-enter employment, retain employment, or advance into better employment.
Military Service	Reporting for active duty.